University of Melbourne

Faculty of Medicine, Dentistry and Health Sciences

Melbourne Medical School - Eastern Hill Campus

Medicine and Radiology

Surgery (incorporating Otolaryngology and Ophthalmology)

Medical Bionics

Research Higher Degrees (RHD) Guide Book for Supervisors

Supervisor Responsibilities

1. Activating your University Themis account

Themis is the central administrative system for all University staff.

Ring the Themis Helpdesk: 8344 0888 or log a job here:
https://my.unimelb.edu.au/login/pages/login.jsp

You will need your University account to: 1) enrol in supervisor training workshops and, 2) access the online Thesis Examination System when your graduate researcher submits his/ her thesis.

> *If you are an honorary staff of the University, please ensure you have: activated your University account, and set up an auto-forwarding service of all University emails to your preferred email address.*

2. Maintaining Supervisor Registration and Training

It is a University requirement that all supervisors are registered and trained <u>prior to supervising</u> new research higher degree students.

It is also a University requirement that all RHD supervisors maintain their training <u>every 5 years.</u> Supervisors are required to enrol for each workshop via Themis with their University login details.

All sessions are free, and attendance is recorded in Themis**. Attendance also contributes towards meeting the requirements of your Supervisor registration.**

All Supervisor Training Workshop schedules can be found on the Centre for the Study of Higher Education website: http://cshe.unimelb.edu.au/prof_dev/supervisors/index.html

> Upcoming sessions will also be advertised locally via the **Monthly Eastern Hill Campus' Research and Research Training Update.** This is disseminated through email to all supervisors and students on campus.

Please note that you can have no more than 7 effective full-time research students under your supervision at any time unless approved by the Associate Dean (Research Training).

Further information on the policy governing graduate research supervision, including eligibility, can be found here:
https://policy.unimelb.edu.au/MPF1244#section-3.7

3. Effective candidature management

Candidature management is an effective partnership between the graduate researcher, supervisors, Advisory Committee and the graduate research coordinators on Campus.

It is your responsibility to ensure your graduate researchers understand their rights and responsibilities as a graduate research candidate. This includes, but not limited to, mentoring them in the following areas:

- Induction and orientation

- Confirmation

- RHD Progress Management

- Examination and Completion

4. Infrastructure Support: Facilities and Resources

It is your responsibility to ensure that your graduate researchers have easy access to the necessary resources and facilities for his/ her research project. This includes, but not limited to:

- Computer rooms, shared office accommodation and desk space

- Laboratory and equipment access

- Statistical services

- Specialist library collections and/ or databases

- Travel support

Discussions re: facilities and resources should be made at the outset, i.e., at the point of interviews, or at the point of offer of admissions (before commencement in the department/ institute).

Principles for infrastructure support for graduate researchers can be found here:
http://gradresearch.unimelb.edu.au/staff/principles

Selection and Admissions

Pre-Assessment of Qualifications

All prospective applicants must go through the Campus' pre-application process **prior to applying** to assess their eligibility for admissions and/ or scholarships.

Supervisors who have been contacted by prospective applicants need to contact Nora to kick-start the pre-application process. Applicants must provide all academic transcripts and an updated CV.

All research degree applications must meet the minimum academic entry requirements of an Honours average of 80% or equivalent (see below) to qualify for admissions.*

Faculty Academic Entry Requirements:

- An Australian / New Zealand Bachelor degree+ with First Class Honours (H1: 80 - 100);
  +This includes medical degrees.

- An Australian / New Zealand Research Masters preliminary degree, formally graded at H1 level;

- An Australian/ New Zealand Research Masters degree, formally graded at H1 level;

- An Australian/ New Zealand Honours or Masters graduate with a GRSC score of 80 or above;

- A Fellowship awarded by the Royal Australasian Medical Colleges, Royal Australasian College of Dental Surgeons, Australian College of Physiotherapists (fellowship of other colleges will be assessed individually).

*NOTE: A minimum score of 80 is not competitive for a University of Melbourne scholarship. This minimum score is for eligibility of admissions only.

If a prospective applicant is not competitive for a University scholarship but you, as a supervisor, are still willing to offer him/ her a place in your laboratory/ research group/ unit, these are the key issues to consider:

1. Will you be able to provide a stipend whilst the applicant applies for external funding?

2. If the applicant is an international student, will they be able to self-fund the costs of the degree and their living expenses?

Applicant Interview

Supervisors are also expected to interview all prospective applicants in person, over the phone or over Skype prior to applying.

Please refer to the **Supervisor Toolkit for Graduate Research Student Recruitment** for assistance.

Graduate Research Summary and Assessment Form

Once an application has been processed by both the Office of Admissions and the Faculty's Admissions teams, you and your co-supervisors will receive a **Graduate Research Summary and Assessment Form** via email from Nora for your review and sign-off.

Nora can also provide advice if you are unsure of the applicant's competitiveness for a University scholarship.

> **If you think you will not be able to support the applicant without the applicant receiving a scholarship (i.e. there are no funds in your research budget for a student stipend), you should reject the application.**

Applicants who do not meet the minimum academic entry requirements must apply for H1 Equivalence consideration via their proposed administrative department.

To be eligible for H1 Equivalence consideration, applicants must demonstrate:

- Research output: E.g. refereed publications, such as books, journal articles, conference proceedings, reports and working papers, data bases, software and other non-traditional outputs;

- Prior substantial and successful professional experience in a discipline related to the research, demonstrated leadership in the profession, demonstrated leadership in the development of professional practice;

- Prior research experience: E.g. the nature and extent of research undertaken during relevant work experience.

NOTE: Supporting statements from prospective supervisors will not be taken into consideration.

Offer, Enrolment and Commencement

Offer and Enrolment

Successful applicants will be emailed an offer letter of admissions and/ or scholarships via their nominated email address.

> *If an applicant has informed you s/he is unsuccessful for a scholarship, you must discuss with him/ her the full implications of pursuing research candidature despite the lack of scholarship support before the applicant accepts his/ her offer of admissions.*

Offers will need to be accepted by the student online through the Student Portal prior to enrolment and commencement.

Commencement

Supervisors must ensure all new graduate researchers at the Eastern Hill Campus are expected to complete all necessary inductions upon commencement.

This includes:

- Attendance at the Eastern Hill Campus' compulsory RHD orientation session;
- Occupational Health & Safety Induction in your relevant institute/ hospital department;
- Laboratory Induction;
- Initial meetings with the supervisory panel;
- Completion of the **Advisory panel nomination form**, and sign off of the **EHC compliance declaration**

Advisory Committees

It is a University requirement that an Advisory Committee must be established upon commencement, and must remain in place until submission of the thesis.

Composition

The Committee must comprise of at least 3 people, including:

- All supervisors,
- An Advisory Chair who is:
    - A member of the graduate researcher's academic department
    - Independent of the supervisory panel and of the research project
- Experts in the field (optional).

Roles and Responsibilities

The Advisory Committee will:

- Ensure the project is appropriate to the course and can be completed timely
- Meet with the graduate researcher at least annually to monitor progress
- Implement remedial measures to assist the graduate researcher if he/ she is considered 'at risk'
- Mentor the graduate researcher on matters pertaining to the project
- Individually counsel the graduate researcher on matters he/ she may wish to raise in confidence.

https://policy.unimelb.edu.au/MPF1244#section-3.5

Pre-Confirmation

It is your responsibility to ensure that your graduate researcher is on track for Confirmation of candidature at the end of the 6 or 12 month (full time) mark. Graduate researchers should meet the following mini-milestones before Confirmation:

PhD and DMedSci candidates

3 – 6 months	• Establishment of an Advisory Committee • Development of a framework for the research project and time estimates for completion • Identification of additional skills/ training required for the project • Identification of any challenges/ issues*
9 – 12 months	• Tracking progress of activities of focus in preparation for confirmation (e.g. reviewing of confirmation report) • Receipt of a Confirmation Report form via email
12 months	• Confirmation

Masters (MPhil, MSurg, MMed) candidates

1 – 3 months	• Establishment of an Advisory Committee • Development of a framework for the research project and time estimates for completion • Identification of additional skills/ training required for the project • Identification of any challenges/ issues*
3 – 6 months	• Tracking progress of activities of focus in preparation for confirmation (e.g. reviewing of confirmation report) • Receipt of a Confirmation Report form via email
6 months	• Confirmation

Together with the Advisory Committee, your student will need to complete the Eastern Hill Campus' **Pre-Confirmation Progress Form** at a meeting at the 3- or 6-month mark, depending on your degree.

Email Nora the completed Pre-Confirmation Progress Form.

Please speak to us in the first instance if you have identified any challenges or issues, or refer them to the appropriate University service.

Confirmation

Confirmation is considered the first examination of your graduate researcher's work. It is the first key milestone of his/ her candidature. Its purpose is to track the progress of the research over the first 6 – 12 months and determine the likelihood that it will result in a high quality thesis, completed in the required time. Confirmation applies to all candidates enrolled in a Research Higher Degree at the University of Melbourne.

Please note that the Faculty and Department completion rate directly influences the number of scholarships available in subsequent years.

Confirmation Deadlines

	Full – time candidature consumed	Full- time calendar duration	Part – time calendar duration
Doctoral students	1 year	12 months	24 months
Masters students	6 months	6 months	12 months

The Faculty of Medicine, Dentistry and Health Sciences (MDHS) sends a **Confirmation Report Form** via email to prompt the student to commence preparation for the confirmation process.

It is your graduate researcher's responsibility to organise his/ her Confirmation date with the relevant academic/ student coordinator after consulting with you and the availability of all members of the advisory committee.

Medicine and Surgery: Nora Hanafi
Otolaryngology: Dr Karina Needham
Ophthalmology: Amy Patterson
Medical Bionics: Amelia Cavanagh

*Nora will email all graduate researchers enrolled through Medicine and Surgery with a list of potential dates, together with an **Eastern Hill Campus Confirmation Proforma.** This proforma must be signed by the graduate researcher and his/ her Advisory Committee and emailed back to Nora together with the Confirmation Report.*

All graduate researchers due to be confirmed will need to complete the following:

- ✓ Submission of a 5,000 word report 4 weeks prior to the Confirmation Meeting

- ✓ Oral presentation/ seminar at a departmental seminar (20 minutes presentation + 10 minutes Q&A)

- ✓ Confirmation meeting with the Advisory Committee (held immediately after the seminar).

Confirmation Meeting

A confirmation meeting is held immediately after the seminar and is chaired by the student's Advisory Committee Chair.

Representatives from the Campus' Research Training Committee will also be present at this meeting to maintain the rigorousness of the confirmation process, and to ensure consistent standards across the Campus.

At the meeting, the Committee will:

- ✓ Assess the student's progress to date;

- ✓ Meet with the supervisors and student separately to assess the feasibility and resource requirements of the research project and offer suggestions regarding its successful completion;

- ✓ Provide a separate opportunity for both parties to raise any issues or difficulties that may have arisen within the last 12 months;

- ✓ Sign off on the University's Confirmation of Candidature Form if student has met all the requirements for confirmed candidature.

Annual Progress Review Reporting

The primary aim of RHD progress reporting is to ensure the graduate researcher is making adequate progress and is on track to complete his/ her thesis within the allowed time frame.

As well as reviewing the progress of the thesis, the progress report format also encourages candidates to review their development as a researcher and reinforces the supervisors' role in this development.

The Faculty sends an **Annual Graduate Research Progress Review Form** via email to prompt graduate researchers to commence preparation for their annual progress review meetings with their Advisory Committees.

It is your student's responsibility to organise his/ her Annual Progress Review meeting with the Advisory Committee.

Identifying graduate researchers 'at risk of making unsatisfactory progress'

Your graduate researcher will be at risk of making unsatisfactory progress if s/he is not meeting deadlines or making good progress. **This must be noted on the Progress Review Form.**

If you have identified an 'at risk' student, the Advisory Committee will:

- Discuss with the student why s/he is at risk of making unsatisfactory progress;

- Advise them in writing of a progress plan and a reasonable deadline by which to demonstrate satisfactory progress;

- Alert the student of the potential outcome if satisfactory progress has not been made.

- Develop appropriate strategies to assist the student, including referring them to the appropriate University services.

Notification of a formal warning of unsatisfactory progress

The Advisory Committee can request for students to be issued a formal warning of unsatisfactory progress if your student is still unable to meet deadlines after being identified as 'at risk'.

A formal warning lasts three months (irrespective of full or part time enrolment), and only commences once the notification is sent by the University's Graduate Research Candidature Unit.

If your student does not demonstrate satisfactory progress by the end of the formal warning period, his/ her enrolment may be terminated. The Campus' Research Training Committee is on hand to assist with these matters.

If Difficulties Arise…

The supervisory relationship has an especially personal dimension whenever students face crises of confidence or personal problems.

In the first instance, supervisors are encouraged to speak with other members of the advisory committee, the graduate research coordinator (or other members of the Campus' Research Training Committee – full list below) and Head of Department.

All matters raised with the Advisory Committee and/ or Research Training Committee will be kept in confidence.

You can also refer graduate researchers to the following University support services:

Counselling and Psychological Services: http://services.unimelb.edu.au/counsel
Student Equity and Disability Support: http://services.unimelb.edu.au/disability

Advice and Guidance

Eastern Hill Campus has a highly experienced Research Training Committee who are on hand to provide advice and guidance on all aspects of candidature management.

The Committee comprises representatives from the different University departments and research institutes making up the Eastern Hill Campus.

- Prof Darren Kelly, Director (Research Training), Department of Medicine SVH
- Dr Amanda Edgley, Associate Director (Research Training), Department of Medicine SVH
- Dr Michelle Dowsey, Department of Surgery SVH
- Prof Paul Baird, Department of Ophthalmology
- Dr Hayden Eastwood, Department of Otolaryngology
- Prof Peter Cowan, Immunology Research Centre, St Vincent's Hospital
- A/Prof Louise Purton, St Vincent's Institute
- Dr Mark Chong, St Vincent's Institute
- A/Prof Geraldine Mitchell, O'Brien Institute
- Co-Presidents of the St Vincent's Student Society
- Nora Hanafi, Eastern Hill Campus

Leave Entitlements

Leave of Absence*

Leave of absence is a period of non-enrolment that may be granted for reasons such as illness, family or carer responsibilities, which temporarily hinder progress. When leave is approved, your graduate researcher's expected thesis submission date and progress review due dates will be adjusted.

Parental leave

Parental leave is considered to be a separate entitlement and will not diminish their entitlement to other leave. When parental leave is approved, the expected thesis submission date and progress review due dates will be adjusted.

Recreational leave

Graduate researchers are also entitled to up to **four weeks' of recreational leave** per calendar year.

Note: this is included within their enrolment entitlements and will not change expected thesis submission date.

For further information on leave entitlements, please visit here:
http://gradresearch.unimelb.edu.au/being-a-candidate/taking-leave

Examination and Completion

Completion Seminar

Graduate researchers must schedule their completion seminars 6 months before submitting their theses. The completion seminar offers an opportunity to receive constructive feedback from an expert audience prior to submission. Graduate researchers present the objectives, methods, findings and significance of their research.

> *Completion seminars are presented either at the **Eastern Hill Campus' Wednesday Research Training Forum or at the Institute Seminar** Series where your graduate researcher is based.*

From 2016, all graduate researchers in the Eastern Hill Campus are expected to submit the following 4 weeks prior to the completion seminar:

- ✓ 100 word abstract
- ✓ 2,000 word summary detailing aims and hypotheses, methods, findings and significance of the project

The completion seminar is a 45 minute presentation, with an additional 10 – 15 minutes for Q&A from the audience. The Advisory Committee must be in attendance.

Examination Timeline

6 months prior	Completion Seminar
3 months prior	Intent to Submit → Supervisors to nominate examiners

Thesis Examination System (TES)

The online Thesis Examination System (TES) was introduced in 2015 to allow the electronic submission and distribution of theses for examination. **Please only use Google Chrome to access TES.**

> *It is your responsibility to ensure your University account is active before your graduate researcher proceeds to submit his/ her thesis.*

It is your responsibility to complete the following on TES:

- Nominate appropriate examiners
- Approve of thesis for submission and examination
- Submit citation (after examination outcome has been received)

- ✓ **Three external examiners** are nominated in case a third examiner is required during the examination process.

- ✓ At least **one examiner must be from overseas**, and no more than one examiner will be appointed from Victoria.

- ✓ All examiners must declare that they have **no real or perceived conflict of interest** with the student, supervisors and/ or the institution of either a personal, professional, or commercial nature within the last 5 years.

Eastern Hill Campus Examination Processes

Step 1:
The University's Graduate Research Examinations team will notify the appropriate Chair of Examiners via email of the availability of examiner reports.

Step 2:
Nora will provide you and the Chair of Examiner copies of de-identified examiner reports via email. Chair of Examiners will then recommend an outcome via TES.

Step 3:
The University's Graduate Research Examinations team will notify the student of this outcome via email, together with de-identified versions of the examiner reports, an **Index of Changes Template Form** and due date for submission.

You will also be notified via email to submit a 50-word citation to TES.

Scholarships

The University offers a range of scholarships for eligible graduate researchers, including:

- Australian Postgraduate Awards
- Melbourne Research Scholarships (MRS)*
- Melbourne International Fee Remission Scholarships
- Melbourne International Research Scholarships (MIRS)*
- Faculty Trust Scholarships

Both the MRS and MIRS require a minimum 30% contribution from the supervisors for a maximum 3.5 years.

Scholarship Timelines

The Faculty of Medicine, Dentistry and Health Sciences offers four rounds of scholarship applications*:

Application closing date	Notification of outcome
31 October	18 – 24 December
18 December	26 February
31 March	29 April
27 May	15 July

*Majority of scholarships are awarded between 18 December and 29 April.

Please note that scholarship outcomes are emailed directly to the applicant/ student.

Further information:
http://research.mdhs.unimelb.edu.au/scholarships

External Funding

The University also offers support to graduate researchers applying external funding (e.g. NHMRC Postgraduate Scholarships).

The various funding schemes managed by the University's Research, Innovation and Commercialisation (RIC) Office are listed here:
http://research.unimelb.edu.au/work-with-us/funding

Professional Development

There a range of courses and opportunities that will help your graduate researchers get the most out of their learning experience at the University. These includes:

- Research Skills
- Courses in Statistical Methods
- Academic Writing and Communication Skills

http://gradresearch.unimelb.edu.au/developing-my-skills
http://www.scc.ms.unimelb.edu.au/courses.html
http://www.cshe.unimelb.edu.au/prof_dev/grad_researchers/

Support Services

The University of Melbourne offers one of the most comprehensive student support networks in Australia.

It is your responsibility to ensure your graduate researcher is aware of the wide range of student support services offered by the University.

This includes:

Academic Skills: http://services.unimelb.edu.au/academicskills
Counselling and Psychological Services: http://services.unimelb.edu.au/counsel
Student Equity and Disability Support: http://services.unimelb.edu.au/disability/students
Financial Aid: http://services.unimelb.edu.au/finaid
Health Services: http://services.unimelb.edu.au/health
Library: http://library.unimelb.edu.au/

http://services.unimelb.edu.au/finder

APPENDIX

Graduate Research Student Nomination of Advisory Committee

Student ID:
Candidate Name:
Field of Research Code:
 (NB: Full FoR Code list located at:
http://www.research.unimelb.edu.au/performance/quick/codes/FOR

What is an Advisory Committee?

All PhD and MPhil candidates must establish an Advisory Committee <u>early</u> in their candidature (**ideally upon enrolment but within 3 months at the latest**). The advisory committee should consist of the Candidate's supervisor/s and <u>at least one</u> other qualified expert, whom must be employed by, or hold an Honorary appointment with the candidate's University department. This member should act as Chair of the Advisory Committee and be independent from the project. Additional members of the advisory committee can be external to the Faculty or the University. This committee must be present at the confirmation meeting, with the independent member chairing the meeting along with members of the Eastern Hill Research Training Committee, who oversee all confirmations.

Candidates are required to meet with their full advisory committee for sign-off of all annual milestones including a 6 month pre-confirmation meeting, PhD confirmation, MPhil formal review, annual progress and/or completion reviews, and completion seminars. Candidates are also encouraged to meet with their committee informally on the alternate half-yearly anniversary.

Full duties and expectations of Advisory Committee members can be found in the online PhD handbook (and are the same as those for MPhil candidates) at:
 http://gradresearch.unimelb.edu.au/roles-and-responsibilities/working-with-my-supervisors

Supervisors	Signature	Position/ Location/ University Department
1.		
2.		
3.		
Advisory Panel (* indicate chair)		
1.		
2.		

Please submit this form to Nora Hanafi: shanafi@unimelb.edu.au.

NOTE: Candidates are expected to strictly abide by these guidelines. Confirmation committee members reserve the right not to review the report if any of these guidelines are not adhered to.
* This proforma is only for candidates enrolled through Medicine and Surgery.

Confirmation

Confirmation is the first major milestone in PhD candidature. PhD students are due to confirm their candidature after 12 months full-time equivalent.

The primary aim of confirmation is to ensure the candidate is making adequate progress and is on track to complete their thesis within the allowed time frame (3 – 4 years full time).

At confirmation, a decision is made on whether the project is suitable to progress as a PhD and on whether the candidate has demonstrated sufficient progress and the capability to complete a high quality PhD thesis within the allocated time frame.

Candidates should consider confirmation as the first examination of their work.

The Advisory Committee is required to attend their candidate's confirmation.

Confirmation Process

For confirmation, each candidate is required to:

1. This report is due one month prior to the candidate's confirmation seminar date.

It is expected that the word limit is strictly adhered to.
Candidates will not be permitted to submit their report for review if it exceeds 5, 000 words.

2. Make an **oral presentation on the project of 20 minutes duration** (with an additional 10 minutes Q & A) at the Eastern Hill Campus' weekly Research Training Forum.

The Research Training Forum is held weekly (Wednesday lunchtime from 12 – 2pm), and attendance is compulsory for all students on campus.

3. **Verbally defend the proposed research project with the Confirmation Committee at the Confirmation Meeting** held immediately after the presentation.

During the defence, the Confirmation Committee will assess the feasibility and resource requirements of the proposed project and offer suggestions towards its successful completion.

Confirmation Report

Prior to submission, each candidate and their supervisor/s must confirm the report includes the following:

1. Title of thesis, name of candidate and supervisor/s on the cover page

2. Brief abstract of research project not exceeding 100 words that includes a concise statement of the research questions

3. Clearly outlined aims and hypotheses

4. A summary of experimental methods and equipment requirements

5. A critical summary and analysis of relevant literature

6. Progress to date including preliminary data and resources developed

7. Clearly labelled and clearly referenced figures and legends

8. Flow diagram of project timeline up to completion

9. Contingency or backup plans

10. List of conference presentations and/ or publications

Confirmation Seminar

The confirmation seminar is an oral *presentation of the candidate's progress to date* at the Centre Research Training Forum. It is expected all supervisors be present at the seminar.

The following must be included in the presentation:

1. A concise statement of the research question/s

2. Clearly outlined aims and hypotheses

3. A critical summary and analysis of relevant literature

4. A summary of experimental methods and equipment requirements

5. Progress to date including preliminary data and resources developed

6. Flow diagram of project timeline up to completion

Advisory Committee and Candidate Declaration

We confirm the confirmation report addresses all criteria stipulated in this proforma.

We also confirm our attendance at the candidate's confirmation seminar and confirmation meeting.

Name	Signature	
1.		Candidate
2.		Primary Supervisor
3.		Co-Supervisor
4.		Co-Supervisor
5.		Advisory Chair
6.		Advisory Panel Member

Introduction

Eastern Hill Campus is committed to attracting **high quality** graduate research students with an adequate level of "research preparedness" essential for timely completion. Undertaking graduate research student training is a big investment and commitment for both the supervisor and the University and as such it is critical to assess student quality from the outset.

An application for study should be treated like a job application in terms of the care taken around the acceptance of the prospective student. Below, we have provided some suggested strategies when interviewing potential students.

When approached by a prospective student seeking your supervision, the following three questions should be considered as **mandatory.** This applies to both scholarship applicants and those applying for candidature only. Other questions are also strongly recommended. Being aware of these important considerations will ultimately help to increase student retention rates and facilitate timely completions.

Questions before accepting a prospective student under your supervision

1. Have you assessed the prospective applicant's CV, including academic record and prior research experience? This may include transcripts, publications, thesis, etc.

    If NO you must review these documents before proceeding

    If 'Yes' but still unsure, please discuss with Dr Amanda Edgley or Nora Hanafi, as we can provide feedback as to eligibility/suitability.

2. Have you interviewed the prospective applicant? Email and/or telephone alone are insufficient.

    We strongly suggest a meeting in person or via skype

3. Have you contacted Academic Referees about the prospective applicant?

    You must contact referees before proceeding

Other key questions

1.   Why do you want to undertake a Graduate Research program?

2.   What are your long term career aspirations?

3.   What previous research experience have you had?

4.   Ask the applicant to provide an outline of your proposed research, including a background summary of the topic. *This will also help to indicate how serious they are about undertaking a Graduate Research program.*

5.	Why do you want to study the particular topic you have chosen?

6.	Why do you want to come to Melbourne University?

7.	Discuss funding arrangements or financial feasibility of project and candidature.

Whilst all applicants must meet minimum entry requirement of H1 equivalency in order to be eligible to undertake a graduate research degree at Melbourne University, scholarships are awarded on a competitive basis and this may play an important decision when considering prospective applicants. The governing principle for award of centrally-allocated postgraduate research scholarships at present is academic merit.

Factors that can contribute to this are:
- Honours degree grade, numerical score and ranking within class
- Weighted Average Mean (WAM) for academic qualifications
- Minor thesis within postgraduate coursework degree, proportion of course and grade
- Research publications including position of authorship and quality of journal quartile ranking within research discipline
- Fellowship of specialist medical colleges

If you have any concerns or would like to know more information about what makes an applicant "scholarship competitive", please contact Nora Hanafi on shanafi@unimelb.edu.au.

Further information about scholarships can be found online at:
http://research.mdhs.unimelb.edu.au/scholarships

Importantly, you should discuss whether you will accept the student into your lab if they are unsuccessful in gaining funding. Note that if you sign the PhD candidature offer form, you are obligated to take the student on. We strongly suggest that you clarify in writing what your expectations are should the student be unsuccessful in gaining funding.

Other key interview and supervisory planning objectives

Assess the likelihood of a "match or good fit" between yourself and your team. Invite the prospective student to tour the lab and get them to talk to the other members of your team. In other words, get to know them a little better so that you get a good sense of whether you wish to supervise them and how good the match will be with your expertise and supervisory style, as well as your team. In making this assessment, be clear in your own mind about what you expect of a Graduate Research student.

Make sure that the prospective applicant understands what being a Graduate Research student at Melbourne actually involves. In order to prevent misunderstandings, provide them with an outline of the PhD student candidature progress expectations (pre-confirmation meeting, confirmation and progress reviews).

What resources will be needed for the research project? You will need to be clear about what resources the university can or cannot provide, what you can or cannot provide (i.e. travel funding, part or full contribution to scholarship, computer and software access, access to specialised equipment or expertise).

<u>Both student and Supervisor should familiarise themselves with:</u>

Graduate Research Hub: http://www.research.unimelb.edu.au/

<u>Make sure you and the prospective applicant are familiar with the University of Melbourne Policies</u>

Supervision of Research Higher Degree Students Policy: https://policy.unimelb.edu.au/MPF1244
Graduate Research Candidature Policy: https://policy.unimelb.edu.au/MPF1280
Graduate Research Candidature Procedure: https://policy.unimelb.edu.au/MPF1281
Graduate Research Progress Procedure: https://policy.unimelb.edu.au/MPF1264
Examination of Graduate Research Student Policy: https://policy.unimelb.edu.au/MPF1207
Responsible Conduct and Expectations of Students Policy: https://policy.unimelb.edu.au/MPF1058
Responsible Conduct of Staff Policy: https://policy.unimelb.edu.au/MPF1160
Student Complaints and Grievances Policy: https://policy.unimelb.edu.au/MPF1066

It is surprising how many candidates, particularly those from different educational systems, do not have a good comprehension of the actual nature of Graduate Research.

Don't assume that they will know because they probably don't.